


RECORDS RETENTION SCHEDULE

Key # 28589

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAMSubmit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Fish and Game		(2) AGENCY BILLING CODE 28038		(3) PAGE 1 OF 4 PAGES	
(4) DIVISION/ BRANCH/ SECTION Ecosystem Conservation Division/Water Branch 554		(5) ADDRESS 830 S Street, Sacramento, CA 95811			
CHECK THE APPROPRIATE BOX					
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)-(12)] (7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.) (8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)-(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER FG 83-09	(10) SCHEDULE DATE 04/01/2009	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 123
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT To fulfill our public trust responsibility to the State of California by providing sound leadership in the balanced and integrated management of California's water resources, for the benefit of aquatic and terrestrial species and those habitats upon which they depend. (Records for this branch were acquired from CALFED/Region 3/Bay Delta back in 2007 when we were formed.)					
PART I - AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Carolyn Murata		(19) TITLE Carolyn Murata, Staff Service Manager I		(20) PHONE NUMBER (916) 445-3559	(21) DATE SIGNED 6-12-09
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST Melissa LaPorte		(23) CLASSIFICATION Staff Service Analyst	(24) NAME (Printed or Typed) Melissa LaPorte	(25) PHONE NUMBER (916) 445-5138	(26) DATE SIGNED 6-12-09
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE - CalRIM CONSULTANT James C. Landy			(28) APPROVAL NUMBER 09-131	(29) DATE SIGNED 6/23/2009	(30) EXPIRATION DATE 6/23/2014
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:				FOR ARCHIVES' STAMP	
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				 CALIFORNIA	
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bouleey, Archivist					
(34) DATE SIGNED July 14, 2009					

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(35) CalRIM APPROVAL NUMBER										(36) PAGE 2 OF 4 PAGES	
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
1	2		Administrative Records -Personnel Records	P		1	2	4	7	x	Retain as active 2 years plus current in house and 4 years at SCR. Terminate if no longer employed with DFG.
2	3		Purchases/PO	P		1	2	4	7		Retain as active 2 years plus current in house and 4 years at SCR or upon completion of Audit
3	20		Contract Files	P		20	4		24		Retain as active until completion of contractual obligations.
4	40	NOTIFY ARCHIVES	Program Records -Project files/Reference Scientific Technical Document	P		20	4		24		Retain as active until completion of contractual obligations.
5	35		Manuals/Training	p		Active			Active		Retain until outdated or replaced. (Recycle)
6	20		Contracts Files	P		20	4		24		Retain as active until completion of contractual obligations.
7	3	NOTIFY ARCHIVES	Misc program records	P		20	4		24		Retain as active until completion of contractual obligations.

* Provide total of office and departmental

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EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<u>Records Management</u>								
8.			STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
9.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
10.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
11.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
			Electronic Mail								
12.			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.

Water Branch
Department of Fish and Game
March 1, 2008

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